

# BUDGET LETTER

<b>SUBJECT:</b> EMPLOYEE COMPENSATION ADJUSTMENTS—ITEM 9800	<b>NUMBER:</b> 20-34
<b>REFERENCES:</b> BLs 20-16, 20-29, SEE ATTACHMENT	<b>DATE ISSUED:</b> September 10, 2020
	<b>SUPERSEDES:</b> 19-29

TO: Agency Secretaries  
Department Directors  
Departmental Budget and Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

**BUDGET OFFICERS ARE EXPECTED TO FORWARD A COPY OF THIS BUDGET LETTER (BL) TO HUMAN RESOURCES AND LABOR RELATIONS OFFICES.**

The BL provides departments with instructions for scheduling 2020-21 employee compensation adjustments as part of the 2021-22 budget process.

<b>Deadlines and Deliverables</b>	
<b>September 25, 2020</b>	<b>Item 9800 Employee Compensation Workbook, adjustments in Hyperion, and supporting documentation, including but not limited to Management Information Retrieval System (MIRS) reports, due to your Finance Budget Analyst.</b>

## A. Background

The state has current Memoranda of Understanding (MOUs) with 18 of the 21 collective bargaining units (see Worksheet 2 for a complete list of all 21 bargaining units). This BL addresses the distribution of 2020-21 employee compensation augmentations approved through the collective bargaining process and by the California Department of Human Resources (CalHR) Director for employees excluded from collective bargaining. It also includes background information and instructions for departments to calculate and schedule current year and budget year funding requests.

**This BL does not apply to personnel of the University of California, the Hastings College of Law, the California State University, or State Active Duty personnel of the Military Department.**

### Glossary Relevant to this BL

The following terms are used throughout this BL:

BBA	=	Baseline Budget Adjustments. These are baseline expenditure adjustments such as employee compensation, carryovers, etc.
BR	=	Budget Request. These are issues identifying changes to dollar amounts and/or positions for any fiscal year in Hyperion.
BU	=	Business Unit. This four-digit number is equivalent to an organization code/entity.

BY = Budget Year (Fiscal Year 2021-22).  
Category = An account code in the Chart of Accounts.  
CY = Current Year (Fiscal Year 2020-21).  
ENY = Enactment Year (formerly Year of Appropriation).

## B. General Instructions

To request funding for eligible adjustments, departments must complete and submit the Item 9800 Employee Compensation Workbook (Attachment 1), adjustments in Hyperion, and related supporting documentation, including but not limited to MIRS reports, to Finance Budget Analysts **no later than Friday, September 25, 2020**. This information is necessary to support the funding request and to provide the necessary scheduling information to the State Controller's Office (SCO) to process the Budget Executive Order later in the fiscal year. **If a department fails to meet this deadline, Finance will calculate and schedule the adjustment; in such instances, departments may not have an opportunity to adjust any calculations and scheduling performed by Finance.** Please refer to the following instructions for each worksheet within Attachment 1 to calculate the appropriate adjustments.

## C. Item 9800 Employee Compensation Workbook (Attachment 1)

### **Item 9800 Checklist**

Departments should utilize the checklist to verify accurate completion of Attachment 1, the associated Hyperion entries, and the BBA Excel Upload Template, if used.

### **Worksheet 1: Item 9800 Summary Worksheet**

This worksheet displays total adjustments that are calculated on Worksheets 4, 5, and 6. Cells within this worksheet are all formula driven.

### **Worksheet 2: Item 9800 List of Bargaining Units**

This worksheet provides a list of current bargaining units. This list should be referenced to ensure adjustments on Worksheets 4, 5, and 6 correspond to the correct bargaining unit.

### **Worksheet 3: Item 9800 List of Eligible Salary and Benefit Adjustments**

This worksheet provides a list of eligible Salary, Benefit, and Other Post-Employment Benefit (OPEB) Adjustment information necessary to complete Worksheets 4 and 6.

CalHR transmits classification and pay adjustment data to departments through multiple pay letters. The pay letters that have been released and the associated Salary, Benefit, and OPEB Adjustments can be found on Worksheet 3.

### **Worksheets 3a and 3b: Item 9800 Benefit Adjustment Instructions and Detail**

Worksheets 3a and 3b provide detailed health and dental benefit information and instructions necessary to complete Worksheet 5.

### **Worksheet 4: Item 9800 Salary Adjustment Worksheet**

This worksheet is used to calculate Salary Adjustments, as listed on Worksheet 3. Augmentations will only be provided for adjustments detailed on Worksheet 3.

**Augmentations will not be provided for the following:**

- **Overtime.**
- **Increased contract costs.**
- **Limited-term positions.**
- **Temporary help blanket positions.**

On this worksheet, if an adjustment is applicable to all employees in the department, use the "Regular/Ongoing Positions" salaries total in the current year column (2020-21) from the Schedule 7A (see highlighted cell in Schedule 7A example below) for the current and budget year salary base.

Some adjustments on Worksheet 3 will only impact specific classifications, bargaining units, etc. In those instances, use only the salary base specific to those impacted classifications. For additional instructions, refer to the footnotes included on the bottom of Worksheet 4.

Note these adjustment amounts must be entered into Hyperion with a "**Salary Adjustment**" BBA type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

Although the pay letters and instructions on Worksheet 3 provide guidance regarding costing, departments are expected to review the terms of MOUs for additional clarification. Please refer to the [bargaining contracts](#) found on the CalHR website, which provide further details regarding each MOU.

**Schedule 7A Example**

ORGANIZATIONAL UNIT  Classification	NUMBER OF POSITIONS			EXPENDITURES		
	Filled	Authorized	Proposed	Actual	Estimated	Proposed
	2019-20	2020-21	2021-22	2019-20	2020-21	2021-22
				(Salary Range)		
<b>Administration</b>						
Exec Director	0.9	1.0	1.0	\$8,369-9,053	\$105,300	\$105,300
Program Mgr. I	0.8	1.0	1.0	5,079-6,127	64,267	67,483
Assoc Program Officer	0.8	2.0	2.0	4,400-5,348	107,140	112,497
Exec Asst	0.6	1.0	1.0	3,288-3,996	45,674	45,674
Staff Services Analyst	0.9	-	-	2,817-4,446	-	-
<b>TOTALS, AUTHORIZED POSITIONS</b>	<b>5.0</b>	<b>6.0</b>	<b>6.0</b>	<b>\$294,552</b>	<b>\$370,738</b>	<b>\$380,597</b>
<i>Regular/Ongoing Positions</i>	<i>4.0</i>	<i>5.0</i>	<i>5.0</i>	<i>256,132</i>	<i>322,381</i>	<i>330,954</i>
<i>Temporary Help</i>	<i>1.0</i>	<i>1.0</i>	<i>1.0</i>	<i>25,613</i>	<i>32,238</i>	<i>33,095</i>
<i>Overtime</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>12,807</i>	<i>16,119</i>	<i>16,548</i>

**Salary-Driven Benefit Calculations**

The benefits listed below must be calculated as a percentage of the Salary Adjustment and included within the "Staff Benefits" column on Worksheet 4 for each applicable adjustment.

**Other increased costs will not be funded.**

- OASDI (Social Security)—6.2 percent of total salary up to the \$139,500 cap (for each position covered by OASDI) for 2020-21 and \$145,650 for 2021-22.

- Medicare—1.45 percent of total salary (no cap).
- Retirement—Departments must use the 2020-21 retirement rates as reflected in Control Section 3.60 ([BL 20-29](#)). This information will be used in completing Worksheet 4.
- Other Salary-Driven Compensation—Pay differentials that are calculated as a percentage of base salary that are not included in the salary on the Schedule 7A (e.g., longevity pay) must be included in the salary base to accurately capture increased benefit costs.

Note these adjustment amounts must be entered into Hyperion with a “**Benefit Adjustment**” BBA type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

#### **Worksheet 5: Item 9800 Benefit Adjustment Worksheet**

Adjustments to the employer's health benefits contribution for specific bargaining units were made as a part of the MOUs or as approved by CalHR for excluded employees. Based on the 2021 health rates adopted by the California Public Employees' Retirement System, the state's contribution toward 2021 health premiums for a majority of bargaining units will be slightly lower than the amount contributed by the state in 2020. CalHR transmits specific health contribution adjustment data to departments through Human Resources Manual updates. To calculate the 2020-21 Employer's Health Benefit Contribution adjustment, departments should refer to Worksheets 3a and 3b and calculate the adjustments on Worksheet 5. For additional instructions, refer to the footnotes included on the bottom of Worksheet 5.

Note these adjustment amounts must be input into Hyperion with a “**Benefit Adjustment**” BBA type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

#### **Worksheet 6: Other Post-Employment Benefits (OPEB) Worksheet**

This worksheet is used to calculate OPEB adjustments, as listed on Worksheet 3. Through the collective bargaining process, all MOUs now include prefunding of retiree healthcare benefits and other cost containment measures. As part of these prefunding agreements, the employee and employer will contribute 50 percent of the actuarially determined normal cost of their retiree health benefit, which will be phased-in over three years. However, as a result of the COVID-19 Recession, reductions in state employee compensation costs were necessary to help balance the budget. To achieve these savings, various economic policies and proposals were negotiated with the state's 21 bargaining units, including the suspension of the employees' monthly contribution for prefunding OPEB beginning with either the July 2020 or August 2020 pay period and extending through the June 2021 or June 2022 pay period, depending on bargaining unit. While employee OPEB prefunding contributions are being suspended, the employers' prefunding contribution will continue to be made, with the exception of bargaining unit 5. To complete this worksheet, departments will need to determine the pensionable compensation associated with the employee groups impacted. For additional instructions, refer to the footnotes included on the bottom of Worksheet 6. **This adjustment will only impact departments with employees of the following bargaining units:**

- **Bargaining units 1, 3, 4, 11, 14, 15, 17, 20, and 21 (SEIU)**
- **Bargaining unit 10 (Scientists)**
- **Bargaining unit 12 (Craft and Maintenance)**
- **Excluded employees in the Executive Branch**

**Employees of bargaining units 2 (Attorneys and Administrative Law Judges), 5 (CHP), 6 (Correctional Officers), 7 (Public Safety), 8 (Firefighters), 9 (Engineers), 13 (Stationary Engineers), 16 (Physicians and Dentists), 18 (Psychiatric Technicians), 19 (Health and Social Services), and state-level employees in the Judicial Branch will not receive an augmentation as part of this BL.**

Note these adjustment amounts must be entered into Hyperion with an **"Other Post-Employment Benefits Adjustments"** BBA type. For further instructions, refer to the Section D instructions—BRs in Hyperion and BBA Excel Upload Templates.

**Worksheet 7: Item 9800 Salary and Benefit Adjustment Fund Split Worksheet**

Provide the unique appropriation item information (BU, Reference, Fund, Program, and Category) for each adjustment. Please note there are several category codes that can be used for the various adjustments found in Worksheets 3, 3a, and 3b. For purposes of this BL, the following category codes must be used for each respective adjustment:

- **510XXXX** (Salaries and Wages) for Salary Adjustments calculated on Worksheet 4.
- **515XXXX** (Staff Benefits) for Benefit Adjustments calculated on Worksheets 4 and 5.
- **5150820** for OPEB Adjustments calculated on Worksheet 6.

The only exception is if scheduling adjustments as Distributed Administrative Costs (Program 9900200), which use Category 5342500 (Indirect Distributed Cost). If reimbursement adjustments are necessary, select the appropriate category code referenced above, based on the adjustment type, scheduled to Fund 0995. The totals from Worksheets 4, 5, and 6 must tie to the Item 9800 Summary Worksheet in Attachment 1. For additional instructions, refer to the footnotes included on the bottom of Worksheet 7.

To correctly classify funds and reduce errors, the Item 9800 Salary and Benefit Adjustment Fund Split Worksheet includes a drop-down list of all funds by fund number as well as all applicable adjustment categories to select from rather than keying in manually. The fund classification will auto-populate based on the fund/category selected by the department. While this process *should* help mitigate errors, departments must verify each fund classification by reconciling it to the Uniform Codes Manual (UCM). Please refer to the [UCM, Numerical Fund Listing](#).

Federal funds and bond funds are classified as non-governmental cost funds.

**Worksheet 8: Item 9800 Crossties**

To ensure that all adjustments within Attachment 1 agree, the formula-driven crossties on this worksheet must all reflect "0" for both the current and budget years.

**D. Instructions—BRs in Hyperion and BBA Excel Upload Templates**

**General Information**

After completing all applicable worksheets in Attachment 1, departments are required to **complete up to three separate BRs in Hyperion:**

- **One for Salary Adjustments.**
- **One for Benefit Adjustments.**
- **One for OPEB Adjustments.**

Adjustments in Hyperion must correspond to the adjustments listed on the Item 9800 Salary and Benefit Adjustment Fund Split Worksheet (Worksheet 7). If uploading to Hyperion, departments must use the latest [BBA Excel Upload Template Workbook](#).

Departments must use the following for each BR created:

1. Use the standard naming convention to provide a unique BR name (for example, 2222-XXX-BBA-2021-GB).

**REMINDER**

To improve coordination and reduce system kick outs, departments and Finance Budget Analysts should use BR sequencers that match the last three digits of the BR identifier in Hyperion. For example, BR identifier: BR010 with BR Name: 2222-010-BBA-2021-GB. Please refer to the [Budget Request Naming Convention in Hyperion](#), which is found on the Department of Finance website, for additional information.

2. For purposes of this BL, the following titles must be used for tracking purposes and consistency statewide:
  - **"Allocation for Employee Compensation"** for Salary Adjustments.
  - **"Allocation for Staff Benefits"** for Benefit Adjustments.
  - **"Allocation for Other Post-Employment Benefits"** for OPEB Adjustments.
3. For departments using the BBA Excel Upload Template, use the drop-down menu to select the appropriate BU, Request ID, Version, and Year.

**Baseline Adjustment Type**

Departments must select a BBA type from the drop-down menu in the Baseline Adjustment Type tab. For purposes of this BL, the following BBA types must be selected:

- **"Salary Adjustments"** for Salary Adjustments calculated on Worksheet 4.
- **"Benefit Adjustments"** for Benefit Adjustments calculated on Worksheets 4 and 5.
- **"Other Post-Employment Benefits Adjustments"** for OPEB Adjustments calculated on Worksheet 6.

**Baseline Adjustments (CY Expenditures and BY-BY4 Expenditures)**

Using the drop-down menus, specify the Item, ENY, Program, and Category for each unique combination of funding needed for the adjustment. For purposes of this BL, the acceptable Categories to select are 510XXXX (Salaries and Wages) for Salary Adjustments, 515XXXX (Staff Benefits) for Benefit Adjustments, and 5150820 for OPEB Adjustments, unless scheduling adjustments as Distributed Administrative Costs (Program 9900200), which use Category 5342500 (Indirect Distributed Cost). Using the dollars scheduled in the current and budget years in Attachment 1, enter the adjustments in the CY Expenditures and BY-BY4 Expenditures tabs in whole dollars rounded to the nearest thousand. Refer to Worksheet 7 when determining the dollars to be scheduled in the current (ENY 2020) and budget year (ENY 2021). All ongoing BY expenditures must be copied to the BY1-4 columns.

### **Distributed Administration Costs**

Departments that continue to distribute administrative costs will need to reflect that distribution for applicable Item 9800 Adjustments. To properly reflect the in-and-out nature of distributed administrative costs, a three-entry scheme is required:

1. Program 9900100 (positive adjustment) and Category 51XXXXX to show the positive total being distributed to a particular program(s).
2. Program 9900200 (negative adjustment) and Category 5342500 to reflect total distributed cost.
3. The program (positive adjustment) that pays for the distributed cost using Category 5342500.

This process allows the dollars associated with a particular program to be included in the program total. For more details, refer to [Treatment of Distributed Administration](#).

### **E. Questions**

Please direct questions related to Human Resources Manual updates, Pay Letters, or provisions of an MOU to departmental personnel, labor relations officers, or CalHR. For the treatment of budget documents, please direct questions to your Finance Budget Analyst.

/s/ Jennifer Whitaker

Jennifer Whitaker  
Program Budget Manager

Attachment